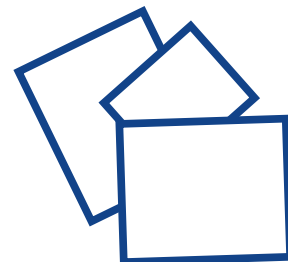




**Newspapers
Including Inserts**



**Glass Bottles
and Jars**



**White
Office Paper**

Montgomery County Business Recycling Regulation Handbook



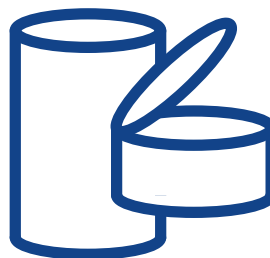
**Corrugated
Cardboard**



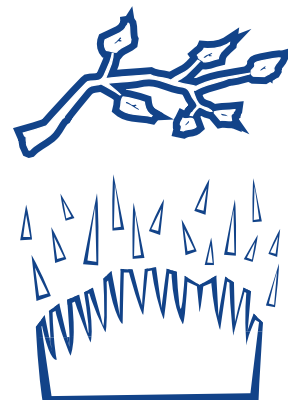
**Plastic
Bottles**



**Aluminum Cans
and Foil**



**Steel and
Tin Cans**



**Yard Trim
(grass, leaves
and brush)**

Handbook Contents

Introduction

Section 1: Procedures and Requirements

Section 2: How to Set Up a Business Recycling Program

Section 3: Instructions for Completing Your Business Recycling and Waste Reduction Plan

Section 4: Guide to Completing Annual Report Forms

Section 5: Reduce Waste—Save Money and Resources

HERE'S HOW TO DEVELOP YOUR WASTE REDUCTION EFFORT
REDUCING AND RECYCLING YARD TRIMMINGS

Section 6: Close the Loop! Buy Recycled

WORK SHEET FOR RECYCLED PRODUCT PURCHASES
RECYCLED PRODUCTS GUIDE
RECYCLED PRODUCT SUPPLIERS

Section 7: Reference Materials

RECYCLABLE MATERIALS—DEFINITIONS
RECYCLING COMPANIES
SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE
ORGANIZATIONS OFFERING REUSE OPPORTUNITIES
RECYCLING CONTAINER AND EQUIPMENT SUPPLIERS
RECYCLED PRODUCTS GUIDE
RECYCLED PRODUCT SUPPLIERS
RECYCLING CONTAINERS AND CAPACITY ESTIMATES
RECYCLING COST FACTORS

If you have any questions or would like additional assistance, call Alan Pultyniewicz, the County's Business Recycling Program Manager, at (240) 777-6400 during normal business hours.

Montgomery County SORRT Program

101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ (240) 777-6400 ■ www.montgomerycountymd.gov/recycling

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**Montgomery County Division of Solid Waste Services
SORRT Program**

101 Monroe Street, 6th Floor

Rockville, MD 20850

Phone: (240) 777-6400; fax: (240) 777-6465; TTY: (240) 777-6442

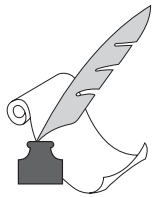
Website: www.montgomerycountymd.gov/recycling

Email: recycle@montgomerycountymd.gov

**This information is available in an alternate format by calling
Alan Pultyniewicz at (240) 777-6400.**

Introduction

Because Montgomery County has a strong commitment to preserving natural resources and protecting the environment, the County Council established a goal of recycling 50 percent of solid waste produced and reversing current trends of increased waste generation per employee.



To help achieve these goals, Montgomery County enacted Executive Regulation (ER) 109-92AM on March 23, 1993, making business recycling mandatory. The Regulation required County businesses to recycle and report recycling progress to the Montgomery County Division of Solid Waste Services (DSWS). On February 8, 2005, Montgomery County enacted Executive Regulation 15-04AM which supersedes ER 109-92AM. The revision added additional materials that businesses must recycle, clarified roles and responsibilities of all parties, and added collector/hauler requirements as it relates to the generator (business).

This Business Recycling Regulation Handbook has been prepared by DSWS staff to assist County businesses in complying with the regulation. The handbook describes what the law requires your business to do, and how to complete the required forms. In addition, if you are not currently recycling, the Handbook provides guidance and resources for getting started.



If you already have a recycling program in place, we suggest you review Section 1, *Procedures*; Section 3, *Business Recycling and Waste Reduction Plan and Instructions*; and Section 4, *Annual Business Recycling and Waste Reduction Report and Instructions*. These sections will provide the information you need in order to comply with the regulation. Information on waste reduction and buying recycled can be found in Sections 5 and 6, respectively.

If you are not currently recycling, we suggest that you review Section 1 and Section 2, *How To Set Up A Business Recycling Program*, first. Then use the *Recycling Companies* list in Section 7 to begin setting up a program.



Finally, keep this handbook available for future reference. Any program updates, or new pieces of information on recycling, waste reduction, or buying recycled you receive from the County should be filed in this handbook, for easy reference. You may also wish to keep your copy of the regulation in this book, along with copies of your recycling plans and annual reports.

If you have any questions or would like additional assistance, call Alan Pultyniewicz, the County's Business Recycling Program Manager, at (240) 777-6400 during normal business hours.

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